



King County

**Office of Regional Policy and Planning
Business Development and Contract Compliance Section**

516 3rd Ave, M.S. KCC-EX-0402
Seattle, WA 98104

POST AWARD PACKET INSTRUCTIONS FOR PRIME CONTRACTOR

The following reporting forms are required for your company and subcontractors. These forms are not required for suppliers, with the exception of the form entitled, "Affidavit of Amounts Paid," which is required for all contractors participating on this contract. It is the responsibility of the prime contractor to distribute and collect these forms from the subcontractors for transmittal to the Business Development and Contract Compliance Section.

Personnel Inventory Report (PIR)

The PIR needs to be completed and submitted only once at the start of the project.

Contractors Current Work Force, should show the entire work force of the company, not just the work force of the company that will be working on the contract.

Information on the reverse side of this form should show only the company's *Skilled Work Force* that will be working on the contract.

List of Subcontractors and Suppliers

A list of subcontractors and suppliers must be completed and submitted at the start of the project by the prime contractor. The prime contractor is responsible for submitting updates to this list as subcontractors come aboard. For suppliers, please indicate "supplier" in the entry for that firm.

Affidavit & Certificate of Compliance

The Affidavit and Certificate of Compliance must be submitted at the start of the contract by the prime and by each subcontractor. To be valid, this form **must** be signed, dated, and notarized, and therefore it must be submitted in hard copy.

Union/Worker Referral Statement

The Union/Worker Referral Statement needs to be completed at the start of the contract by the prime and by each subcontractor. To be valid, this form **must** be signed. If the prime or subcontractor is non-union, the form should be completed through section A only. If the company is signatory to a union or referral agency, the entire form must be completed and mailed along with a copy of their union agreement.

504/ADA Assurance of Compliance

The 504/ADA Assurance of Compliance needs to be completed at the start of the project by the Prime, and submitted to PCSS. **This form is not required for subcontractors.**



Monthly Utilization Reports – NOW COMBINED with Apprenticeship Utilization Reports

For more detailed instructions on the combined MUR/AUR form, see the document, **Instructions for Monthly EEO/Apprenticeship**.

Monthly Utilization Reports (EEO Monthly Reports) must be completed each month by the prime and by each subcontractor for the month or portion thereof that the company is performing work on the contract. If there is no activity by your company during the report period, indicate “**No Activity**” on the monthly utilization report. Indicate “**Final**” on the last report submitted to acknowledge completion of the work for that particular contractor. These reports are due 10 days after every month’s end. To be valid, this form **must** be **dated**.

Final Affidavit of Amounts Paid – now called Affidavit of Amounts Paid.

The Affidavit of Amounts Paid must be signed, dated and notarized by each subcontractor and/or supplier at the completion of their portion of the contract and submitted by the prime at close of contract. The county may request the submittal of this form on a monthly or quarterly basis in addition to the Final submission. A check box at the top of the form is marked to indicate whether it is quarterly, monthly, or final.

Important Note: Please reference your contract number in the upper right hand corner of each page of each form. The forms listed above are required by the Business Development and Contract Compliance Section. Forms should be sent to:

King County Office of Regional Policy and Planning
Business Development and Contract Compliance Section
516 3rd Avenue.
Mailstop KCC-EX-0402
Seattle, WA 98104
Attn: _____

Timely receipt of these forms will facilitate the timely processing of progress payments and retainage, and enable the Business Development and Contract Compliance Section to help the County meet its legal contract monitoring responsibilities.